

DCFS ADJUSTED SERVICE DATES AGREEMENT FORM

Employee Name:			
State Service			
<p>State Civil Service Rule 1.39.2 defines "State Service" with part (a) outlining what periods of time DO NOT count and part (b) outlining what periods of time DO count. (See the next page for this rule.) Information you provide on your Prior State Service Questionnaire form and/or information verified from your personnel record is then used in accordance with this rule to determine your Adjusted Service Date and your Adjusted Leave Service Date. Both dates are determined by taking the number of months, days, and years of prior state service and subtracting them from your most recent continuous hire date. The difference in these two dates is the service that counts or does not count.</p>			
Adjusted Service Date			
<p>This date is used mainly for purposes of layoff and layoff avoidance measures. State service that counts in determining this date is covered in part (b) of Civil Service Rule 1.39.2. If you have continuous service with the state that is covered in part (b), your adjusted service date is your hire date. If you had breaks in service or service that does not count, as outlined in part (a), then your adjusted service date must be calculated. This is like a "fake hire date" which would be the date you started with the State had you been employed continuously on a full-time basis.</p>			
Your Adjusted Service Date is:			
Adjusted Leave Service Date			
<p>This date is used to determine the amount leave you earn as well as the date in which your leave accrual rate will change. For this date, all state service regardless of the type of appointment or when the service occurred counts toward this date. If you have continuous service with the state that is covered in part (a) OR (b), your adjusted leave service date is your hire date. If you had breaks in service, then your adjusted leave service date must be calculated. This is like a "fake hire date" which would be the date you started with the State had you been employed continuously on a full-time basis.</p>			
Your Adjusted Leave Service Date is:			
<p>Please review Civil Service Rule 1.39.2 and then indicate whether you agree or not with the dates indicated. If you do not agree, then you must provide a revised Prior State Service Questionnaire form along with verification of your additional service time being claimed. This form along with any needed attachments is to be submitted to the State Office Human Resources Section. Failure to return this form or provide verification information will result in the use of the above dates as indicated.</p>			
I AGREE with the dates indicated above:	<input type="checkbox"/>	I DISAGREE with the dates indicated above:	<input type="checkbox"/>
Employee Signature:			Date:

DCFS ADJUSTED SERVICE DATES AGREEMENT FORM

1.39.2 'State Service' for the purposes of layoff and layoff avoidance measures, means the total length of Classified State Service in the equivalent full time years, months and days as an employee of a state agency or agencies subject to the following:

(a) Periods of time not counted as Classified State Service under this definition for the purposes of layoff and layoff avoidance shall be:

1. All leave without pay not expressly authorized in Subsection (b)9 of this Rule.
2. State service earned before retirement in any state retirement system by an employee who is rehired into state service after such retirement.
3. Unclassified State Service acquired after January 1, 1983, subject to the provisions of Subsection (b) of this Rule.
4. Classified State Service obtained after January 1, 1983, on a restricted or provisional appointment if such an appointment was not converted to a probational or job appointment **by July 1, 2013**.
5. Classified or Unclassified State Service on a part-time intermittent (i.e., when actually employed -WAE) appointment, if such service was acquired after January 1, 1983.

(b) Periods of time counted as Classified State Service under this definition for the purpose of layoff or layoff avoidance measures are the following, which are all subject to Rule 1.39.2(a)2:

1. All time spent on any type of Classified and/or Unclassified appointment prior to January 1, 1983.
2. Classified State Service obtained after January 1, 1983, on probational, job and permanent appointments and on restricted or provisional appointments that were converted to probational or job appointments, subject to the provisions of Subsection (a) 5 of this Rule.
3. Absence from State Service of not more than one year as the result of a layoff of an employee with permanent status.
4. Any military service that interrupts Classified employment, including military service consisting of active duty in the armed forces of the United States for not more than six years of voluntary service or an indefinite period of involuntary service, subject to the provisions of Rule 17.17
5. Separations of not more than thirty days from the Classified State Service, except that no breaks between emergency and/or restricted and/or multiple restricted appointments count.
6. Unclassified State Service acquired by an unclassified employee relative to his being brought into the Classified Service under Rule 24.2.
7. Periods of time that the layoff avoidance measures stated in Chapter 17 Rules are in effect for full-time employees shall count as full-time employment.
8. All authorized leave with pay.
9. Authorized leave without pay under the following conditions:
 - a. Any leave without pay taken prior to January 1, 1983.
 - b. Any period(s) of leave without pay which does not exceed 30 calendar days, if taken after January 1, 1983. Additionally, if any period of leave without pay taken after January 1, 1983 equals or exceeds a 30 calendar day period, i.e., a reportable action to Civil Service, 30 days of one reportable period shall be counted in any calendar year, i.e., January 1, 1983 through December 31, 1983.
 - c. To hold an unclassified office, job or position with the State.
 - d. Leave without pay for military purposes as provided in Rule 11.26.
 - e. If authorized for educational purposes and approved by the Director. Such education must be required by the agency, pertinent to the job or needs of the agency, and full-time as defined by the educational institution attended, except that a final semester's work toward a degree need not be full-time.

(c) All periods of Classified State Service not expressly excluded or included in these Rules shall be submitted to the Director for a ruling.